Central Manchester University Hospitals NHS
NHS Foundation Trust
Directorate of Laboratory Medicine

ADULT HISTOPATHOLOGY SERVICE USER GUIDE

Department of Cellular Pathology

Controlled Document

Table of Contents

ADULT HISTOPATHOLOGY SERVICE USER GUIDE 1
Department of Cellular Pathology 1
1. About Us 3
2. Quality Statement 4
3. Histopathology Turnaround Times 4
4. Location and Address 5
4.1 Postal Address 5
4.2 Hours of Business 5
5. Contact Us 6
5.1 Departmental Management 6
5.2 Medical and Secretarial Staff 8
6. High Risk Specimens 11
7. Services and Information 11
8. Request Cards 11
9. Specimen Handling: Routine Histology 12
10. Specimen Handling: Frozen Sections 13
11. Immunofluoresence Specimens 13
12. Electron Microscopy 14
13. Renal Biopsies 14
11.1 Native Biopsies 14
11.2 Transplant Biopsies 14
11.3 All Renal Biopsies 14
12. Osteoarticular Pathology 15
13. Ophthalmic Pathology 15
14. Report Generation 15
15. Feedback 15
16. Useful Links 16

Controlled Document

1. About Us

For any Paediatric Histopathology information, please see separate user guide.

Histopathology is the macroscopic and microscopic examination of tissue samples to diagnose and/or evaluate disease.

Adult Histopathology is situated in the Clinical Sciences Building 1 at Manchester Royal Infirmary and is part of the Department of Cellular Pathology. We provide comprehensive services to Central Manchester University Hospitals Foundation Trust, General Practitioners, and Dental Practitioners and also provide specialist tertiary referral and opinion on a regional and national basis.

The department is subdivided into functional units including:

Surgical histopathology
Immunohistochemistry
Electron microscopy

The surgical pathology workload is organised into a sub-specialist team reporting system, which includes:

- Gynaecological pathology
- Gastrointestinal, pancreaticobiliary and hepatic pathology
- Renal, urological and endocrine pathology
- Haematological and lymphoreticular pathology
- Osteoarticular and soft tissue pathology
- Head and neck pathology
- Dermatopathology
- Cardiothoracic and respiratory pathology

Autopsies are carried out by Consultant Histopathologists, Specialist Doctors and Trainee Histopathologists within the adjacent Adult Mortuary. Further information can be found on the Adult Mortuary User Guide or by contacting the relevant Consultant Pathologist.

The department deals with approximately 18,000 surgical cases and around 1000 autopsies on behalf of HM Coroner annually. The department comprises over 60 medical, scientific and ancillary staff and has an excellent reputation for clinical and scientific training. The ST1 Training School, which was opened in 2005, offers entry to run-through training for high quality entrants to the Histopathology specialist training scheme of the North West Deanery. The department is also approved by the Institute of Biomedical Science for the training of Biomedical Scientists.

Controlled Document

2. Quality Statement

The Adult Histopathology Service is fully accredited by the professional accreditation body, Clinical Pathology Accreditation UK Ltd (CPA UK) and all staff work to provide a high quality service to our users. The principals and policies of the quality management system of the Directorate of Laboratory Medicine are adhered to, and all documents, processes, quality records and clinical material are controlled in accordance with CPA standards. The service is committed to auditing systems and procedures so that any procedural or quality improvements can be identified. Activities are licensed by the Human Tissue Authority.

3. Histopathology Turnaround Times

- The department is currently working towards recently published RCPath turnaround time targets. We therefore aim to report at least 80% of diagnostic biopsies (apart from those requiring decalcification) within 7 calendar days (from the date taken) and at least 80% of all other specimens (apart from those requiring decalcification) within 10 calendar days (from the date taken).
- Reporting times for all specimens urgent, HSC205, or routine may be extended if they are high risk specimens, large resection specimens or calcified or bony samples.
- Any case requiring specialist techniques such as immunohistochemistry or electron microscopy will also likely have extended reporting times.
- Some cases may require referral to a specialist referral centre, which can prolong reporting times. This would include samples such as lymphomas, which are routinely referred to the Haematological Malignancy Diagnostic Service at Christie Hospital. However, a preliminary report would be issued beforehand.
- An appropriate frozen section request will aim to be reported by telephone within 30 minutes. Frozen sections should normally be booked with the laboratory beforehand (also see specimen handling section for frozen sections).

Histology Reports:

Tel: 0161 701 1615
Fax: 0161 276 6348

Specimen Reception:
(Inc. Frozen section requests)
Tel: 0161 276 8808
Fax: 0161 276 8808

Controlled Document

4. Location and Address

We are located on the ground and 1st floor of the Clinical Sciences Building 1 (CSB1), Manchester Royal Infirmary.

4.1 Postal Address

Adult Histopathology,
1st Floor Clinical Sciences Building 1
Central Manchester University Hospitals NHS Foundation Trust
Oxford Road
Manchester
M13 9WL

4.2 Hours of Business

Monday to Friday 8:00am - 5:00pm

The department does not operate an out-of-hours service or shift system

Controlled Document

5. Contact Us

5.1 Departmental Management

Clinical Head of Service

Name: Dr Godfrey Wilson
Tel: 0161 701 6248
Email: Godfrey.Wilson@cmft.nhs.uk
Secretary: Mrs Noreen Whittaker
Specialty: Gynaecological and Obstetric
Autopsy Service: NO

Clinical Lead
Vacant

Medical Head of the ST1 Training School

Name: Dr R McVey
Tel: 0161 276 3277
Email: Rhona.McVey@cmft.nhs.uk
Administrator: Ms Samantha Holden Email: Samantha.Holden@cmft.nhs.uk

Office Manager

Name: Ms Jacqui Cook
Tel: 0161 276 8725
Email: Jacqui.Cook@cmft.nhs.uk

Cellular Pathology Laboratory Manager

Name: Mr Daniel Smith
Tel: 0161 276 6138
Email: Daniel.Smith@cmft.nhs.uk
Secretary: Mrs Jacqui Cook

Lead BMS IT Lead

Name: Mr Richard Pope
Tel: 0161 701 2237
Email: Rick.Pope@cmft.nhs.uk

Lead BMS

Name: Ms Patricia Rowland
Tel: 0161 276 8808
Email: Patricia.Rowland@cmft.nhs.uk

Controlled Document

Lead BMS Main Laboratory

Name: Mrs Caroline Glennie
Tel: 0161 276 6449
Email: caroline.glennie@cmft.nhs.uk

Lead BMS Ophthalmic Histopathology

Name: Ms Anita Lee-Jones
Tel: 0161 276 4202
Email: Anita.Lee-Jones@cmft.nhs.uk

Lead BMS Immunohistochemistry

Name: Mrs Judith Brierley
Tel: 0161 276 8786
Email: Judith.Brierley@cmft.nhs.uk

Lead BMS Electron Microscopy

Name: Mr Lee Crompton
Tel: 0161 276 8806
Email: Lee.Crompton@cmft.nhs.uk

Lead BMS Paediatric Histopathology

Name: Ms Jean Langan
Tel: 0161
Email: Jean.Langan@cmft.nhs.uk

Cellular Pathology Quality Lead

Name: Ms Gina Meachen
Tel: 0161 901 0954
Email: Gina.Meachen@cmft.nhs.uk

Nominated Individual for HTA

Name: Mr Dan Shingleton
Tel: 0161 701 1267
Email: Daniel.Shingleton@cmft.nhs.uk

Controlled Document

5.2 Medical and Secretarial Staff

Name: **Dr Emyr Benbow** Consultant Histopathologist
Tel: 0161 276 8812
Email: Emyr.Benbow@cmft.nhs.uk
Secretary: Mrs Christine Worrall
Specialty: Gastrointestinal, Pancreaticobiliary & Hepatic
Autopsy Service: YES

Name: **Dr Richard Bonshek** Consultant Histopathologist
Tel: 0161 276 8813
Email: Richard.Bonshek@cmft.nhs.uk
Secretary: Ms Jean Schofield
Specialty: Ophthalmic
Autopsy Service: YES

Name: **Dr Richard Byers** Consultant Histopathologist
Tel: 0161 701 1614
Email: Richard.Byers@cmft.nhs.uk
Secretary: Ms Lindsay Murray
Specialty: Haematological & Lymphoreticular
Autopsy Service: NO

Name: **Dr Helen Denley** Consultant Histopathologist
Tel: 0161 276 8811
Email: Helen.Denley@cmft.nhs.uk
Secretary: Ms Stephanie Jackson
Specialty: Renal, Urological & Endocrine
Autopsy Service: YES

Name: **Dr Richard Fitzmaurice** Consultant Histopathologist
Tel: 0161 701 6248
Email: Richard.Fitzmaurice@cmft.nhs.uk
Secretary: Mrs Noreen Whittaker
Specialty: Gynaecological and Obstetric
Autopsy Service: YES

Name: **Professor Anthony Freemont** Consultant Histopathologist
Tel: 0161 701 6248
Email: Anthony.Freemont@cmft.nhs.uk
Secretary: Noreen Whittaker
Specialty: Osteoarticular Pathology
Autopsy Service: NO

Controlled Document

Name: **Dr Gillian Hall** Consultant Histopathologist
Tel: 0161 276 6924
Email: Gillian.Hall@cmft.nhs.uk
Secretary: Vacancy
Specialty: Head and Neck Pathology, Dermatopathology
Autopsy Service: NO

Name: **Dr Gina Howarth** Consultant Histopathologist
Tel: 0161 276 8812
Email: Gina.Howarth@cmft.nhs.uk
Secretary: Mrs Christine Worrall
Specialty: Gynaecological & Obstetric, Gastrointestinal, Pancreaticobiliary & Hepatic
Autopsy Service: YES

Name: **Dr Luciane Irion** Consultant Histopathologist
Tel: 0161 276 8813
Email: Luciane.Irion@cmft.nhs.uk
Secretary: Ms Jean Schofield
Specialty: Ophthalmic, Cardiothoracic & Respiratory
Autopsy Service: NO

Name: **Dr Mohsin Mazhari** Specialty Doctor
Tel: 0161 276 6444
Email: Mohsin.Mazhari@cmft.nhs.uk
Secretary: Samantha.Holden@cmft.nhs.uk
Speciality: Histopathology. ST1 Training School
Autopsy Service: YES

Name: **Dr Stephen McGrath** Consultant Histopathologist
Tel: 0161 276 8813
Email: Stephen.McGrath@cmft.nhs.uk
Secretary: Ms Jean Schofield
Specialty: Gastrointestinal, Pancreaticobiliary & Hepatic, Cardiothoracic & Respiratory
Autopsy Service: YES

Name: **Professor Ray McMahon** Consultant Histopathologist
Tel: 0161 276 8811
Email: Ray.McMahon@cmft.nhs.uk
Secretary: Ms Stephanie Jackson
Specialty: Pancreatobiliary, Liver & Gastrointestinal
Autopsy Service: YES

Controlled Document

Name: **Dr Lorna McWilliam** Consultant Histopathologist
Tel: 0161 276 8811
Email: Lorna.McWilliam@cmft.nhs.uk
Secretary: Ms Lindsay Murray
Specialty: Renal, Urological & Endocrine
Autopsy Service: YES

Name: **Dr Rhona McVey** Consultant Histopathologist
Tel: 0161 276 8812
Email: Rhona.McVey@cmft.nhs.uk
Secretary: Mrs Christine Worrall
Specialty: Gynaecological and Obstetric
Autopsy Service: NO

Name: **Professor Nalin Thakker** Consultant Histopathologist
Tel: 0161 276 6924
Email: N.Thakker@manchester.ac.uk
Secretary: Vacancy
Specialty: Head and Neck Pathology
Autopsy Service: NO

Name: **Dr Sakinah Thiryayi** Consultant Histopathologist/ Cytopathologist
Tel: 0161 701 7570
Email: Sakinah.Thiryayi@cmft.nhs.uk
Secretary: Heather.Haworth@cmft.nhs.uk
Speciality: Gynaecological and Obstetric, Cardiothoracic & Respiratory, Endocrine
Autopsy Service: YES

Name: **Dr Godfrey Wilson** Consultant Histopathologist
Tel: 0161 276 6248
Email: Godfrey.Wilson@cmft.nhs.uk
Secretary: Mrs Noreen Whittaker
Specialty: Gynaecological and Obstetric
Autopsy Service: NO

Name: **Dr Paul Wright** Consultant Histopathologist/ Cytopathologist
Tel: 0161 701 0952
Email: Paul.Wright@cmft.nhs.uk
Secretary: Heather.Haworth@cmft.nhs.uk
Speciality: Gastrointestinal, Pancreaticobiliary & Hepatic, Gynaecological and Obstetric
Autopsy Service: YES

Controlled Document

6. High Risk Specimens

It is essential for the Health and Safety of all staff that patients who are identified as being in the high risk category have samples appropriately labelled. Examples in this category would be HIV, AIDS, TB, Hepatitis B or C.

High risk specimens will be fixed for up to 48 hours before processing. Frozen sections (including specimens for immunofluoresence) will NOT be carried out on high risk specimens.

7. Services and Information

Please click on a link on the left for further details of services.

For more advice on the collection and handling of specimens for Histopathology please contact **0161 276 8808** or **0161 276 6449**

To request Histology reports or any other information, please contact the Secretarial Office on **0161 701 1615**

Concerns or complaints about the standard of service provided should be referred to the Cellular Pathology Laboratory Manager on **0161 276 6138**. All complaints and incidents will be thoroughly investigated.

8. Request Cards

It is important that the entire Histopathology Request Card is completed in full and gives the laboratory all the patient and clinical information required to appropriately process the material sent. Errors or omissions of mandatory fields WILL result in the delay in specimen processing and reporting.

To comply with our specimen acceptance policy, the laboratory can only accept samples where all mandatory information and minimum patient identifiers are provided. These are:

- Patient Name (Surname and First Name)
- Patient Date of Birth
- Patient address (for specimens arising from external users)
- Case number or Hospital number

If these are not all provided or the card and pots do not match, the clinician or an appropriate member of staff will HAVE to come to the department and correct the mistake.

It is also very important that the following details are filled in on the request card:

- Risk status (by completing the mandatory risk assessment field on the request card)
- Relevant clinical information
- Contact number/Bleep number of clinician sending the specimen
- Ward, Department and Consultant to whom the report should be sent

Controlled Document

9. Specimen Handling: Routine Histology

Specimens should be placed in pots of 10% formalin fixative, which are provided on request from Histopathology. These will have appropriate labels, which include hazard warnings. Information on the Control of Substances Hazardous to Health (COSHH) guidelines can be obtained from the department.

To ensure adequate preservation, the following guidelines must be followed:

- Use a specimen pot that is appropriate to the size of the specimen, allowing for at least a 1:5 tissue/fluid ratio for very large specimens and 1:10 for small specimens where possible.
- Ensure that details requested on the label are provided and written legibly.
- Patient details on the request card and specimen pot MUST match. Wherever possible printed patient labels should be used to aid in the timely and accurate identification of specimens.

Transfer the specimen to the fixative solution as soon as is practicable after its removal from the patient

Ensure the lid is securely fastened

For transportation (where the pot size allows), the pot should be placed within a Biohazard, sealable plastic bag with pocket for the request card.

Always keep the request card and the specimen pot together and ensure that patient confidentiality is protected.

Specimens arriving within the Trust are transported by the various portering services. Advice on transportation of specimens and how to proceed if there is a spillage of formalin should be available in all theatres. If there are any queries contact histology on **0161 276 8808**.

Controlled Document

10. Specimen Handling: Frozen Sections

Every attempt will be made to provide a frozen section service during working hours. Users are requested to adhere to the following requisites:

Requests for frozen sections should be booked 24 hours in advance wherever possible. Bookings can be made by contacting the Laboratory on **0161 276 8808**. Patient information, clinical information, Clinician's name and the theatre number where the surgery will be taking place will be required at this time.

Frozen sections WILL NOT be undertaken on high-risk specimens. Such information MUST be disclosed to the Laboratory and included on the request card.

The sample MUST be accompanied by a completed request card which must clearly indicate the contact number and name of the person to whom the result is to be conveyed.

Before sending the sample ring **68808** to warn the laboratory it is on the way.

Samples for frozen sections should be transported to the Laboratory in an appropriately labelled dry pot and handed directly to the technical staff as quickly as possible and arrive by 4.30pm.

11. Immunofluoresence Specimens

Renal, skin, oral or conjunctival biopsies for immunofluorescence should be placed directly into transport medium. It is extremely important these specimens are NOT placed in formalin as the technique cannot be carried out on fixed tissue. The sample in transport medium should also be labelled with relevant patient identification details. Gel tubes/Michel's medium are available from Adult Histopathology Specimen Reception 0161 276 8808. Immunofluorescence is not available on high risk specimens.

Controlled Document

12. Electron Microscopy

Electron microscopy looks at the ultrastructural composition of a specimen. Electron microscopy is routinely carried out on both native renal biopsies and longstanding renal transplant biopsies. In all other instances electron microscopy will be undertaken at the request of the Consultant Histopathologist. If the user would specifically like to request electron microscopy on a specimen, the appropriate Consultant Histopathologist must be contacted prior to biopsy. For any other technical advice please contact the department on 0161 276 8806.

13. Renal Biopsies

11.1 Native Biopsies

For cases of native renal disease, two cores of tissue should be obtained if possible. The better core should be fixed in formalin and the second core placed in container with transport medium (see immunofluorescence section). If there is any uncertainty about the adequacy of the sample, the whole sample should be placed in formalin.

11.2 Transplant Biopsies

For patients that have had their transplant for less than 3 months: Two cores should be obtained if possible and they should both be placed in formalin.

For patients who have had their transplant longer than 3 months: The specimen should be treated in the same way as a native renal biopsy - see above.

11.3 All Renal Biopsies

All pots should be appropriately labelled with the patients details and be transported to the laboratory straight away. If there is any reason for a delay in transfer then immunofluoresence specimens should be stored in a refrigerator.

N.B. If the patient has a history of high risk disease (e.g. TB, HIV or Hepatitis B or C) then ALL samples MUST be placed in formalin.

Controlled Document

12. Osteoarticular Pathology

Osteoarticular pathology, previously located at the University of Manchester, Stopford Building has now relocated to Adult Histopathology. All Osteoarticular specimens with the exception of synovial fluids should now be sent to Adult Histopathology in formalin following the same guidelines as the routine histology samples. Prior notice of limb amputation specimens would be appreciated. Please contact 0161 **276 8808** to make the appropriate arrangements.

All enquiries regarding synovial fluids should be referred to the Cytology department on **0161 276 8817.**

13. Ophthalmic Pathology

There is an NHS National Specialist Ophthalmic Pathology Service (NSOPS), which, along with reporting specimens from the Manchester Royal Eye Hospital, is a tertiary referral centre commissioned by NCG (National Commissioning Group), offering a free-of-charge ophthalmic pathology service to all NHS Trusts in England. The team currently provides a comprehensive service to a number of regional and national NHS providers and are available to discuss any requests for reporting specimens and possibly attendance at MDTs externally. There are two Consultant Histopathologists that specialise in ophthalmic pathology and the team also includes an experienced dedicated Lead Biomedical Scientist. For further information please contact Dr Richard Bonshek or Dr Luciane Irion on **0161 276 8813**, or Anita Lee-Jones on **0161 276 6449**.

14. Report Generation

Typed reports are issued as soon as all necessary tests are completed and the Consultant Pathologist has authorised it. Verbal reports or discussions about clinical issues can only be provided to qualified medical staff by Consultant Histopathologists.

Users are requested to check if final reports are available in hospital notes, clinics or wards BEFORE making enquiries. Please note that clerical and scientific staff WILL NOT give report details over the telephone, but on request, authorised reports can be faxed to dedicated hospital fax numbers and General Practitioners. To request a faxed Histology report please contact the Secretarial Office on **0161 701 1615.**

15. Feedback

Concerns or complaints about the standard of service provided should be referred to the Cellular Pathology Laboratory Manager **0161 276 6138**. All complaints and incidents will be thoroughly investigated.

Controlled Document

16. Useful Links

UKAS UK Accreditation Service
http://www.ukas.com/

Control of Substances Hazardous to Health (COSHH)
http://www.hse.gov.uk/coshh

University of Manchester
http://www.manchester.ac.uk

National ST1 Training Program
http://www.nhshistopathology.com

Controlled Document